

EDUCATIONAL LEAVE

OBJECTIVE

It is the Commonwealth's objective to allow employees to take leave from work to pursue study related to their work or the work of their agencies.

I. EMPLOYEES TO WHOM POLICY APPLIES

This policy applies to positions covered under the Virginia Personnel Act to include classified, and restricted employees. (See section II (A) of Policy 2.20, Types of Employment.)

II. EDUCATIONAL LEAVE CONSIDERATIONS

A. To further education

Educational leave may be granted, at the discretion of the agency, for the purpose of allowing employees time to further their education through study related to their work or that of their agencies.

B. With or without pay

At an agency's discretion, employees may be allowed to take educational leave with full, partial, or no pay. (The provisions of Policy 4.45, Leave Without Pay, Conditional and Unconditional, apply to an educational leave without pay.)

C. Educational aid

Financial assistance for study related to an employee's work may be available from an employee's agency. (See Policy 5.10, Educational Assistance.)

III. DURATION OF EDUCATIONAL LEAVE

Educational leave is limited to 12 months. Extensions to this leave, up to an additional 12 months, may be granted by the Department of Human Resource Management, or by agencies that have decentralization agreements regarding extensions of educational leave.

IV. AUTHORITY AND INTERPRETATION

This policy is issued by the Department of Human Resource Management pursuant to the authority provided in Title 2.2, of the Code of Virginia. This policy supersedes Policy 4.15, Educational Leave, September 16, 1993.

The Director of the Department of Human Resource Management is responsible for official interpretation of this policy, in accordance with §2.2-1201 of the Code of Virginia. Questions regarding application of this policy should be directed to the Department of Human Resource Management's Office of Agency Human Resource

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Services. The Department of Human Resource Management reserves the right to revise or eliminate this policy as necessary.